

Want More Information ?

For more information about the Summer Food Service Program feel free to contact:

The Montana Food Bank Network (MFBN):

(406)-721-3825

Toll Free:

1-800-809-4752

Visit the MFBN website for even more SFSP tools to help you plan a site:

www.mfbn.org/pub/summerfood

Montana Office of Public Instruction

Sofia Janik – Program Manager, SFSP
(406)444-2521

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Guide to Starting a Summer Food Service Program



"Food that's IN when school is OUT"

About the Summer Food Service Program

The Summer Food Service Program (SFSP) was created in 1975 as a way to serve nutritious meals to children when school is not in session. SFSP is a federally funded program administered through the U.S. Department of Agriculture. The Montana Office of Public Instruction administers the program at the state level.

During the school year, many families rely on Free and Reduced-Price Schools Meals to help feed their children nutritious food and stretch their food budgets. For example, if a child eats breakfast and lunch every day at school that's ten meals a week, per child, that parents don't have to worry about providing. However, school is only in session nine months out of the year and many families find it difficult to pay for the additional meal costs when school is out. As a result, summer can mean hungry bellies and malnutrition for many kids across Montana. Kids that do not receive adequate nutrition over the summer months are at a disadvantage when school starts again in the fall.

The SFSP can help bridge the gap for many low-income families. By providing free, nutritious meals and opportunities for continued social and physical development during the summer, SFSP helps kids return to school healthy and ready to learn.

Help make summer a healthy, fun and productive time for all Montana children by starting a SFSP in your town.

In Montana....

- Less than 15% of the children receiving Free or Reduced-Priced School Lunch during the school year also receive Summer Food.
- Free and Reduced-Priced Meals during the school year reach almost 40,000 low-income children in Montana, while only 5,763 kids receive free meals through the Summer Food Service Programs.
- 22 out of 56 counties in Montana have NO Summer Food site at all.

Everyone Wins With Summer Food!!

Kids

Have access to nutritious meals in a safe environment

Parents

Stretch food dollars and have a safe place for their kids to play

Food Service Workers

Have summer employment

Organizations

Local agencies receive Federal money to run a summer food site or add food to an existing program

Communities

Provide safe places for children to eat, play and grow



25 Quick Ideas to Keep Kids Coming Back

1. Plan meals outside, when the weather permits
2. Involve the kids in menu planning
3. Have a bike safety day
4. Recruit older kids to help
5. Have a costume day
6. Display banners at all sites
7. Encourage kids to bring a friend
8. Offer transportation to the site
9. Have a kick off for SFSP on the last day of school
10. Have a raffle at the end of the week/month/summer. Give kids tickets for each day they attend. Ask local businesses to donate prizes.
11. Have a service provider/health fair for parents to attend while kids eat
12. Have kids make their own placemats
13. Have a BBQ
14. Show a movie on a rainy day
15. Play music the kids like
16. Invite a local "celebrity" to serve lunch
17. Have theme days (color/costume/hat/wacky/etc.)
18. Have kids make banners and posters to advertise the site
19. Make an obstacle course
20. Have a board game day
21. Have a show and tell day
22. Hold a career opportunity day - Recruit local professionals to come to your site
23. Let the kids put on a play or talent show
24. Have a scavenger hunt
25. Coordinate with other summer activity programs in town



For more tips on increasing participation at SFSP sites visit:

www.mfbn.org/pub/summerfood

Funding and Administration

The Summer Food Service Program is administered on a Federal level by the **Food and Nutrition Service (FNS)**, an agency of the United States Department of Agriculture (USDA). FNS determines overall program policy, regulations, and payment rates.



The **Montana Office of Public Instruction (OPI)** administers SFSP in Montana. OPI approves sponsor applications, conducts sponsor trainings, monitors SFSP operations, and processes program reimbursements.



Sponsors sign an agreement with OPI to run a Summer Food site. OPI reimburses sponsors for serving meals that meet the federal nutrition guidelines.



Sponsors set up **sites** in their communities. The sites serve **FREE** summer meals to kids age 18 and under. Most sites are eligible to serve lunch and one other meal service (breakfast or snack).



SFSP Sponsor

A SFSP sponsor is the financially responsible party for a SFSP site.

Organizations that already provide services to the community, have capable staff and good management practices make great SFSP sponsors.

What kind of organizations may be a SFSP sponsor?

- Public or private non-profit Schools
- Public or private non-profit residential summer camps
- Units of local, municipal or county government
- Local service providers and non-profits
- Food pantries

Sponsor Responsibilities

- Attend OPI sponsor training in May
- Locate eligible sites ←
- Hire, train, and supervise staff
- Arrange for meals to be prepared or delivered from a vendor
- Monitor site(s)
- Prepare claims for reimbursement

Site Selection Tips & Things to Consider

- ⇒ Is the site indoor or outdoor? Is there a plan for inclement weather days?
- ⇒ How will children get to the site? Is it easily accessible?
- ⇒ Is the site safe? Will parents feel comfortable leaving their children at the site?
- ⇒ Are the facilities adequate for food service? Will it be up to health codes for food service at all times?
- ⇒ Who will staff the site? Are they committed to the program?
- ⇒ Is the site in a high need area? As indicated on the next page.

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Visit www.mfbn.org/pub/summerfood for more tools and tips to help you plan a summer food site!

Sponsor Timeline

Check list

Activity

	Take time to learn about SFSP in Montana and across the US.
	Hold a planning meeting with school food services, community agencies, parents, teachers, church leaders, and local officials to determine areas of need, meal sites, and existing summer programming. Contact MFBN for assistance.
	Contact OPI to determine if your community is eligible for a SFSP site and to request an application.
	Contact other SFSP sponsors in Montana with questions about effective methods to run a site, menu planning, and getting kids to participate (see contact list on MFBN website). Contact a <i>Montana School Food Service Peer Consultant</i> to ask questions about the day to day running and management of a food service program (this list is also found on the MFBN website).
	Decide how you will obtain meals for the site (self prep vs. vended). Figure out meal preparation logistics. i.e. where will they be made, who will make the meals, etc...
	Notify the local health department of your intention to have a food site. Provide them with a list of sites you plan to serve. Submit a copy of this letter with your OPI application.
	Determine cost of operation and reimbursement amount (estimates).
	Return completed application to OPI. The earlier you turn in your application the sooner you may begin training staff.
	Attend OPI Sponsor Training.
	Hire Staff (Site Monitor, Site Supervisor, Support Staff) and organize volunteers.
	Train staff and volunteers.
	Work on community and business partnerships. Reach out to schools, neighborhoods, businesses, residents, and local government.
	Notify local media about your site. Advertise your site by distributing flyers to students before school ends, hanging up informational flyers all over town, airing public service announcements on TV and radio, etc...
	Plan and host a kick off event for new sites.
	Conduct pre-operational visits to all new sites using forms from OPI. Make sure the site meets all requirements.
	Set up monitoring schedule and keep accurate records and reports. These documents must be kept for three years.
	Send OPI all site updates including changes in meal times, site locations, field trips, etc...
	Send reimbursement claims to OPI.
	Evaluate what went well in your program, and start planning for next year!

Give yourself a pat on the back for helping kids in your community gain access to nutritious food during the summer months!

SFSP Site

A site is the physical location that food is served during the summer. The following is an overview of the site eligibility requirements and summary of who can attend the site.

Site Type	Definition/Eligibility
Open Most Common Type in Montana Recommended Site Type	<ul style="list-style-type: none"> At least half of the children in the area are eligible for Free and Reduced Price Meals during the school year. <i>Call the OPI to determine if your community is eligible.</i> Data can come from the local school data or from census data. Any child under the age 18 can attend an open site
Enrolled	<ul style="list-style-type: none"> Income statements collected from each child enrolled in the program. Site is eligible for SFSP if half the children enrolled are eligible for Free and Reduced Price Meals. Only children enrolled in the site program may attend and receive a free meal.
Migrant	<ul style="list-style-type: none"> Site primarily serves children of migrant workers. Must obtain appropriate certifications from a migrant organization.
Camp	<ul style="list-style-type: none"> Regular meals served as part of residential or day camp. Only the children eligible for Free and Reduced Meals can receive SFSP meals.

Site Supervisor and Staff Responsibilities

- Attend sponsor's training
- Supervise activities and meal service at your site
- Distribute meals by following SFSP guidelines
- Keep daily records of meals served
- Store food appropriately
- Keep the site clean and sanitary



Program Reimbursement

SFSP paperwork is now easier than ever before! Beginning January 1, 2008 all sponsors will receive the maximum “meals times rates” operating and administrative reimbursements without regard to their actual costs. This is the “Simplified Summer Food” reimbursement model.

Sponsors may combine their reimbursements to pay for any allowable cost, whether operating or administrative. Under these new procedures:

- Sponsors do not have to report their costs to the State agency, although they must maintain records for the State agency's review.
- Costs do not have to be categorized as “operational” or “administrative”.
- Reimbursement is based each month on “meals x rates”, without year-to-date comparison to actual costs or budgets.

Reimbursement Formula

Number of Eligible Meals Served	X	Reimbursement Rate (Self-Prep or Vended)
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SFSP Meal Reimbursement Rates

	<u>Self-Prep</u>	<u>Vended</u>
Breakfast	\$1.8475	\$1.8125
Lunch	\$3.2475	\$3.1950
Snack	\$0.7625	\$0.7450



Partnering with Local Businesses

Many businesses in Montana actively contribute to their communities. Take advantage of the support from local businesses in your town to help make your summer food site a success and create positive press for businesses! Businesses may provide:

Materials, funding, volunteers, and advertising

Here are some donations to consider asking for:

These can make great incentives for kids to come to your site. You could raffle them off each week/month/etc:

- Movie Theaters - Free tickets
- Local Restaurants - Free or discount meal coupon
- Sporting goods store - Free sport equipment
- Bookstore or library - Books or magazines
- Local gym or activity center - Free day pass

Think about asking for these services to provide at your site during lunch hour to draw kids to the site:

- Health Centers— Free health screenings for kids and parents
- Grocers and other retailers - Agreement to place flyers in bags or on walls
- Transportation - Ask local public transportation for a group discount on field trips or transportation to and from the site

Remember:

Send a thank you note to any business or individual that donates to your program and send a copy to local newspapers, the Chamber of Commerce, Mayor's office, school board, or any other outlet you can think of to spread the recognition. Saying thanks encourages a business or individual to donate again!

Advertise Your Site

Letting people in your community know about your site(s) is key to a successful summer food program. Try reaching out to organizations that already have summer programming to see if they will include a shout-out for your meal site. And remember, it is never too early or too late to start advertising a summer food site!

Here are some ideas for advertising a site:

- Local radio and TV stations may provide free PSA announcements for local non-profit organizations
- City/town websites may post information for free
- Host a kick-off event at the start of the summer and invite the local media and local officials to attend
- Hang signs and banners all over town advertising the who, what, where, and when of your program
- Hang an eye-catching banner outside of your site. (This could also be an art project for the kids to work on!)
- Make t-shirts to give away to kids that attend the site
- Ask the school to send letters/flyers home to all parents
- Hang doorknob flyers in low income areas of town

Don't forget to mention it's FREE and nutritious!!!!

Advertise in places kids and families will see your materials. Here are some ideas:

Grocery Stores • Laundromats • Health Departments • Child Care Facilities • Schools • Office of Public Assistance • Local TV channel • Newspapers • Housing Authorities • Youth Centers • City Website • Community Centers • Community Pool • Court House • WIC • Food Pantries/Soup Kitchens • Thrift Stores • YMCA • Shelters • PTA Meetings • Soup Kitchens • Head Start • Churches

Meals—Preparation

How are the meals prepared?

A sponsor may:

- Prepare its own meals. If you prepare meals yourself you may prepare them on site or transport them to the SFSP site from an alternate preparation site. Meals that you prepare yourself receive a slightly higher "self-prep" reimbursement rate.
- Purchase meals through an agreement with a local school. This is a great option if you lack the facilities to cook meals.
- If you can't find a school to prepare meals you can also contract for meals with a food service vendor. Examples of non-school vendors include:
 - ⇒ Community Kitchens
 - ⇒ Senior feeding programs
 - ⇒ Hospitals
 - ⇒ Local caterers
 - ⇒ Large food service companies
 - ⇒ Local restaurants



Meal Pattern Requirements

Meals served at a SFSP site must meet Federal meal pattern guidelines for nutrition in order to receive reimbursement for the meals served. These guidelines ensure that all children participating in SFSP have access to well-balanced meals that meet their nutrient and energy needs.

For a **breakfast** to be a reimbursable meal, it must contain:

- One serving of milk
- One serving of a vegetable or fruit or 100% juice
- One serving of grain or bread

For a **lunch** to be a reimbursable meal, it must contain:

- One serving of milk
- Two or more servings of vegetables and/or fruits
- One serving of grain or bread
- One serving of meat or meat alternate.

For a **snack** to be reimbursable, it must contain two of the following four options:

- One serving of milk
- One serving of fruit or vegetable
- One serving of grain
- One serving of meat or meat alternative

**Most sponsors can receive reimbursement for serving lunch and one other meal service (breakfast or snack) per day.*

Sample Meal Menu

Day 1: Cold Sausage Pizza

Sausage - 1 ounce	Fresh Grapes - ¼ cup
Mozzarella Cheese - 1 ounce	Lettuce Salad - ½ cup
Crust - 1½ ounces minimum	French Dressing Packet - 1 tablespoon
	Milk - 8 ounces*

Day 2: Turkey Club Sandwich

American Cheese - ½ ounce	Whole Nectarine (2½" diameter) - ½ cup
Sliced Turkey - 1½ ounces	Frozen 100 percent Apple Juice
	With spoon - ½ cup
Lettuce Leaf and Tomato Slice**	Salad Dressing Packet - 1 tablespoon
Hamburger Bun	Milk - 8 ounces*

Day 3: Snackin' Cheese and Breadsticks

Mozzarella Cheese Sticks - 2 ounces	Peach Slices - ¼ cup
Soft Breadsticks 2 large - 1½ ounces	Lettuce Salad - ½ cup
Meatless Spaghetti Sauce - ½ cup	French Dressing Packet - 1 tablespoon
Milk - 8 ounces*	

Day 4: Peanut Butter Sandwich

Peanut Butter - 2 tablespoons	Celery and Carrot Sticks - ¼ cup
Grape Jelly - 1 tablespoon	Pear Halves - ½ cup
Enriched Bread - 2 slices	Milk - 8 ounces*
Cheese Stick - 1 ounce	

Day 5: Chef Salad

Sliced Ham - ½ ounce	Lettuce - 1 cup
Sliced Turkey - ½ ounce	Tomato - ¼ cup
Shredded Cheese - ½ ounce	Low Fat Ranch Dressing Packet - 2 tablespoons
Boiled Egg - ½ egg	Corn Chips - .9 ounce minimum
	Milk - 8 ounces*

*Choice of 1% chocolate or 2% white.

**Does not go towards meeting the vegetable/fruit component and MUST be packed separately from the sandwich.

All appropriate condiments, napkins, utensils, and straws must be provided.